

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: MAJOR OF CORRECTIONAL OFFICERS -  
Food Service

SALARY GROUP: B21

DEPARTMENT: Laundry, Food and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 07/31/2021

POSITION #: 009072

**I. JOB SUMMARY**

Performs highly advanced supervisory and administrative work directing staff responsible for the care and custody of inmates. Work involves responsibility for the custody and discipline of inmates and for the food service program; and supervising through subordinate food service staff responsible for food preparation and service. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Supervises the preparation and serving of meals; ensures dining, service, and food preparation areas and equipment are maintained in a clean and sanitary manner; ensures compliance with sanitation, safety, and health regulations; establishes food service regulations, procedures, and standards; supervises the monitoring and logging of temperatures; instructs employees and inmates on safety rules and regulations, proper use of soaps and chemicals, sanitary procedures, food preparation and portion control, and the operation of food service equipment; prepares daily and special diet requirement menus; calculates monthly, quarterly, semi-annual, and annual food requirements; reviews and approves requisitions for food items, supplies, and equipment; oversees the department expenses, assuring the department operates efficiently and within budget; prepares budget reports; and reconciles the budget monthly.
- B. Functions as shift supervisor; supervises, instructs, trains, and ensures the safety of assigned employees and inmates; schedules employees and inmates work and off-duty time; assists in formulating security and work procedures; supervises and directs searches for contraband and provides security; supervises inmates in work areas accessed by stairs, steps, and ladders; and maintains security of assigned areas.
- C. Supervises and provides custody and security of inmates including observing actions of inmates, squatting and bending to conduct "pat" and "strip" searches of inmates, and restraining and securing sometimes assaultive inmates.
- D. Supervises and provides security of inmates performing food service technical skills which involve climbing stairs and ladders and climbing around the inside or outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Responds to emergencies, including climbing stairs and ladders while searching for escaped inmates, hearing calls for and calling for help, giving first aid at the emergency site, and carrying an injured or unconscious inmate or employee various distances to safety up or down stairs and ladders; and uses force and deadly force, including the use of chemical agents or firearms, to control inmates.
- F. Reads, reviews, and properly applies information found in inmate records which is related to the inmate's health and safety and to the security of the facility; provides appropriate information to other personnel; complies with policies, procedures, rules, and regulations; enforces inmate disciplinary rules; and prepares and maintains records, forms, and reports.
- G. Supervises the work of employees and inmates; reviews employee and inmate work schedules for adequate coverage; and establishes and administers orientation and departmental in-service training programs for food service staff and inmates.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Six years full-time, wage-earning correctional custody, law enforcement or food service management experience to include three years in the supervision of employees. Operational Review Sergeant or Security Threat Group Sergeant experience may be substituted for supervisory experience for a maximum substitution of one year. Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of the non-supervisory experience for a maximum substitution of one year.

Must have or be able to obtain current, valid ServSafe Food Safety Certification by an authorized association, organization, or government entity within twelve months of employment date.

Selected applicants without required certification must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid certification for continued employment in position.

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**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of the principles and practices of quantity food preparation and service.
3. Knowledge of budgetary, accounting, and inventory control procedures.
4. Knowledge of the operation and maintenance of food service equipment.
5. Knowledge of food service sanitation and safety standards.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill in correctional methods, techniques, practices, and procedures.
14. Skill to supervise the work of employees and inmates.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, constant noise, dust, fumes, smoke, grease, oils, solvents, insecticides and cleaning agents, slippery or uneven walking surfaces, working with hands in water, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions may include computer and related equipment, calculator, copier, fax machine, meat saw, meat slicer, meat tenderizer, meat grinder, reel oven, range, fryer, mixer, deck oven, convection oven, braising pans, grills, and related food service preparation equipment, hot and cold serving lines, pallet jack, dolly, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, video cameras, various locking systems, telephone, and automobile.